



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 3.1.3	Subject: <b>LOGS AND OTHER RECORD-KEEPING SYSTEMS</b>
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 3
Section 1: Security and Control for Secure Facilities	Effective Date: Feb. 1, 1997
Signature: /s/ Bill Slaughter, Director	Revision Dates: 03/01/02; 01/18/06

**I. POLICY**

The Department of Corrections secure facilities will maintain a complete system of logs and records that document important operational features. These records are internal documents of the Department and are considered confidential.

**II. APPLICABILITY**

The secure facilities that include Riverside and Pine Hills Youth Correctional Facilities, Montana State Prison, Montana Women's Prison, Montana Correctional Enterprises, Treasure State Correctional Training Center, and the private and regional facilities contracted to the Department of Corrections

**III. REFERENCES**

- A. 2-15-112; *Montana Code Annotated*
- B. 4-4183; *ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*
- C. *DOC Policies 1.5.5, Case Records Management; 3.1.1, Management of the Security Program*

**IV. DEFINITIONS**

Chief of Security – The staff person, regardless of local title (security major, director of operations), designated by the facility administrator to manage the facility security program.

**V. DEPARTMENT DIRECTIVES**

General procedures for each facility's log and record-keeping system are outlined below. Site-specific operational procedures will be contained within each facility's operations manual.

**A. Record-Keeping**

1. The chief of security will ensure that records are kept, at a minimum, on the following subject areas:
  - a. staff on duty; including rosters and time-keeping;
  - b. offender population and counts;
  - c. offender admissions and releases;
  - d. shift activities;
  - e. entrance and gate traffic;
  - f. use of force or chemical agents;
  - g. security audits and inspections; and

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- h. any unusual occurrences.
2. Staff will keep records according to the following guidelines:
  - a. all entries will be made in black ink;
  - b. count changes and emergencies will be entered only in red ink;
  - c. information will be legibly printed;
  - d. entries will indicate the date and time; and
  - e. entries will be legibly initialed or signed by staff.
3. Record-keeping errors will be corrected only by:
  - a. drawing a single line through the incorrect entry, initialing and dating; and
  - b. recording the correct entry on the next available line.
4. No erasures or white-out (liquid paper) will be used to correct record-keeping errors.
5. Highlighting and other extraneous markings on records are prohibited.
6. Pages may not be torn from logbooks or other records.

#### **B. Logs**

1. Logs will be maintained on a shift-by-shift basis that reflect the activities of the post or other area and any emergency situations, unusual incidents, and other pertinent information about offenders and activities on the post, the unit, or in the facility.
2. At the beginning of each shift, the staff member will make the first entry on a new page in the log. The staff member will sign after the last entry for the shift and draw a diagonal line through the remainder of the page.
3. All log entries will be dated and signed by the staff person making the entry.
4. Supervisors are required to review and sign the log at the end of each shift.
5. Permanent, bound logs will be established in the following locations:
  - shift supervisor's office
  - control center
  - armory
  - entrances
  - all housing units
  - other locations identified by the administrative staff
6. Facilities may use computerized logs provided they meet the following criteria:
  - a. the system must ensure that each entry, once made, cannot be modified or deleted;
  - b. each entry must clearly identify who made the entry;
  - c. any corrected entries must be annotated as such; and
  - d. computerized logs must have a demonstrable backup system to ensure information retention in case of computer failure.

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### **C. Specialized Records**

In addition to logs, certain posts require specialized records. They include the following:

- Entrances: additional records on visitors, vehicles, and deliveries, as specified in *DOC Policy 3.1.5, Entrance Procedures and Detainment of Non-Offenders*
- Locked Housing Units: additional individualized offender records, as specified in *DOC Policy 3.5.1, Locked Housing Unit Operations*
- Control Center and Armory: specialized records of entry and key and equipment issue, as specified in *DOC Policy 3.1.6, Control Center Operations*, and *3.1.7, Emergency Equipment and Armory Operations*

### **D. Retention**

1. When a logbook is full, it will be submitted to the shift supervisor who will place it in a designated storage area for future reference.
2. Logs may be destroyed after three years if no major incidents have occurred during that time that require the records for evidence.
3. Logs will be destroyed in accordance with *DOC Policy 1.5.5, Case Records Management*.

## **VI. CLOSING:**

Questions concerning this policy should be directed to the chief of security.